



**THE COMMONWEALTH OF MASSACHUSETTS**  
***Appellate Tax Board***

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**UPDATED NOTICE REGARDING ATB OPERATIONS  
EFFECTIVE MARCH 24, 2020**

In light of public health concerns, the State of Emergency arising from the COVID-19 (Coronavirus) pandemic and the Governor's COVID-19 Order No. 13 regarding the closure of certain businesses and organizations, the Appellate Tax Board ("ATB") has taken the following steps to help ensure the safety of the public, particularly those whom the ATB serves and the ATB's employees:

- The ATB will be closed effective March 24, 2020 at noon until further notice.
- Mail will be held for delivery until the ATB reopens. Taxpayers may comply with statutory deadlines for filing petitions or notices of appeal by timely mailing a petition or notice of appeal to the ATB. Timeliness of mailing of the petition or notice of appeal is determined by the United States Postal Service's postmark or the delivery certificate of a designated private delivery service in accordance with 831 CMR 1.13.
- If a document mailed or sent (*i.e.*, through the United States Postal Service or a designated delivery service) to the ATB is returned to you, the party that mailed or sent the document should re-mail or resend it to the ATB with a copy of the envelope or container in which it was first mailed or sent. Please retain a copy of the document and the envelope for your records.
- The ATB will be monitoring phone messages and emails remotely. Questions concerning this Order, or other issues should be made by phone (617-336-0308) or email to the Clerk's office ([William.doherty@mass.gov](mailto:William.doherty@mass.gov)) or email to the Webmaster ([atbwebmaster@mass.gov](mailto:atbwebmaster@mass.gov)) .
- All motion hearings are suspended until further notice.
- Hearings scheduled for the next several weeks have been continued for approximately three months. Parties with extenuating circumstances who wish to be heard prior to that time should arrange with the Clerk's office for a telephonic status conference.
- Pleadings, briefs, and other documents may be filed by mail or by email to the Clerk's office ([William.doherty@mass.gov](mailto:William.doherty@mass.gov)).
- This Notice supersedes all prior hearing and motion Notices until further action by the ATB.
- The ATB may update this Notice as the situation requires.